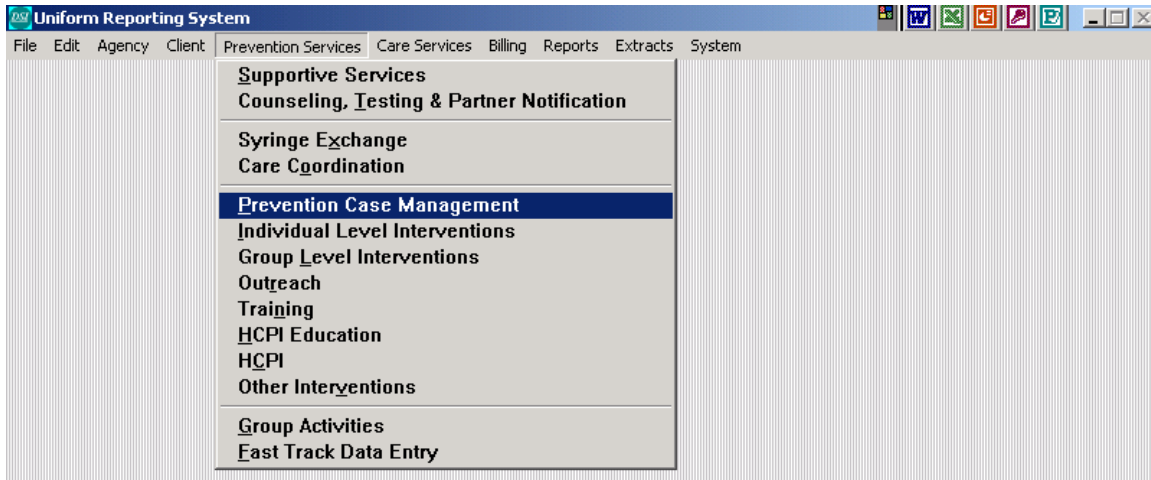


How to enter a Reassessment Encounter

Each client must be already entered into URS before any Prevention Case Management encounters can be entered.



1. Press **Prevention Services** menu
2. Select **Prevention Case Management**

The screenshot shows the 'Prevention Case Management Encounter Form' in the URS. The 'Client' button is circled. The form displays the following information:

- Client:** SAM YOSEMITE, ID: SAYO010160M1, Status: Active
- Encounter Type:** (Dropdown menu)
- Actual Date:** (Date field), **Scheduled Date:** (Date field)
- Actual Location:** (Text field), **Sched. Location:** (Text field)
- Encounter With:** (Text field)
- Involved Agency:** (Text field), **Involved Agency 2:** (Text field)
- Program:** (Text field), **Staff:** (Text field)
- Team:** (Text field), **Site:** (Text field)
- Collaterals Involved:** (List box with 'Nothing entered', buttons: Select, Remove)
- Problems Identified:** (List box with 'Nothing entered', buttons: Add, Delete)
- Service(s) Provided:** (List box with 'No services for encounter', buttons: Add, Edit, Delete)
- Buttons:** Add, Edit, Delete, Cancel, Save, Order, Date, List, <, >, Print, Close

3. Press **Client** button
4. In the **Select a Client** screen, press **List** button
5. Select a client from the client list and press **OK**
6. Back in the **Prevention Case Management Encounter Form**, press **Add** button to add encounter
7. Press **Encounter Type** button

Uniform Reporting System

File Edit Agency Client Prevention Services Care Services Billing Reports Extracts System

Add Edit Delete Cancel Save Order Date List < > >| Print Close

Client COYOTE, WILEY E. ID COWI060360M1 Status Active

ADD Prevention Case Management Encounter Form

Encounter

Encounter Type

Actual Date

Scheduled Date

Encounter With

Involved Agency

Involved Agency 2

Program

Staff

Collaterals Involved

Nothing entered

Service(s) Provider

No services for

Encounter Type

01 Screening/Intake

02 Plan Development

03 Plan Implementation

04 Reassessment

05 Case Closure Activities

06 Drug Treatment Advocacy

OK Cancel

Order by: Code

1. Select **04 Reassessment** in the **Encounter Type** screen

Uniform Reporting System

File Edit Agency Client Prevention Services Care Services Billing Reports Extracts System

Add Edit Delete Cancel Save Order Date List < > >| Print Close

Client COYOTE, WILEY E. ID COWI060360M1 Status Active

ADD Prevention Case Management Encounter Form

Encounter

Encounter Type: 04 Reassessment

Actual Date: 11/01/2003

Scheduled Date: / /

Encounter With:

Involved Agency:

Involved Agency 2:

Program:

Staff:

Team:

Site:

Collaterals Involved

Nothing entered

Select

Problems Identified

Nothing entered

Add

Service(s) Provided

No services for encounter

Add...

Edit

Delete

Referrals Made...

Progress Note...

HIV/AIDS Risks

2. Enter bold fields, including **Actual Date**, **Program**, **Staff**, **Site**
3. Enter any **Collaterals Involved** by pressing **Select** button. Collaterals have to be entered at client intake.
4. Enter any **Problems Identified** by pressing **Add** button
5. Under **Service(s) Provided** press **Add** button

The screenshot displays the 'Uniform Reporting System' interface. The main window is titled 'ADD Prevention Case Management Encounter Form'. It shows client information: 'Client: COYOTE, WILEY E.', 'ID: COWI060360M1', and 'Status: Active'. The 'Encounter' section shows 'Encounter Type: 04 Reassessment' and 'Actual Date: 11/02/2007'. A 'Services Provided' dialog box is open, with the 'Activity Code' field highlighted by a red circle. Other fields in the dialog include 'Time Start', 'Time End', 'Time Spent' (00:00), 'How Provided', 'Location', 'Outcome', 'Staff', 'Value' (0.00), and '# Of Items' (0). The background window also has buttons for 'Add', 'Edit', 'Delete', 'Cancel', 'Save', 'Order', 'Date', 'List', navigation arrows, 'Print', and 'Close'.

1. In **Services Provided** screen, press **Activity Code** button to access activity codes defined below:

PCM/Reassessment ACTIVITY CODES DEFINITIONS

0021 Reassessment-Review of the client's service plan should be conducted at least every six sessions or 90 days which ever comes first. Use this category for reassessments that are done at any other interval besides 90 days. Use the 0022 90 Day Assessment category for reassessments conducted at the 90 day interval. This review should include an assessment of the client's changing needs and progress towards meeting the goals and objectives outlined in their risk reduction and service plan. It is during the reassessment that the plan should be revised and updated if necessary. The client's needs, abilities, resources, and level of assistance needed should be re-examined. If all of the existing goals have been met and there are no new goals or needs then case closure should be considered.

0022 90 Day Assessment- Review of the client's service plan should be conducted at least every ninety days. This review should include an assessment of the client's changing needs and progress towards meeting the goals and objectives outlined in their risk reduction and service plan. It is during the reassessment that the plan should be revised and updated if necessary. The client's needs, abilities, resources, and level of assistance needed should be re-examined. If all of the existing goals have been met and there are no new goals or needs then case closure should be considered.

0023 Quarterly Assessment- This is the same as the 90 Day Assessment so please do not use this category.

0024 One Year Survey- This is an assessment of the client's progress after a one year interval.

Uniform Reporting System

File Edit Agency Client Prevention Services Care Services Billing Reports Extracts System

Add Edit Delete Cancel Save Order Date List < > >| Print Close

Client **COYOTE, WILEY E.** ID **COWI060360M1** Status **Active**

ADD Prevention Case Management Encounter Form

Encounter

Encounter Type **04 Reassessment** TIME: Start:

Actual Date **11/01/2003** Actual Location

Scheduled Date **//**

Encounter With

Involved Agency

Involved Agency 2

Program

Staff

Collaterals Involved

Nothing entered

Service(s) Provided

No services for encounter

Services Provided

Service

Activity Code **0021 Reassessment**

Time Start : Time End : Time Spent **00:00**

How Provided

Location

Outcome

Staff

Value **0.00**

Of Items **0**

Remarks... OK Cancel

1. Enter **Time Start** and **Time End**
2. Press **Location** to select location where the Reassessment encounter took place
3. Enter **Outcome** to select an outcome
4. Enter **Staff** to select a staff member who performed the Reassessment
5. Press **OK** exit **Services Provided** screen
6. In main encounter form, press **Referrals Made** button

Uniform Reporting System

File Edit Agency Client Prevention Services Care Services Billing Reports Extracts System

Client **FUDD, ELMER T.** ID **FUEL060460M1** Intake Date **05/01/2003** Age **43** Close

Referral Information for FUDD, ELMER T.

No referrals found

Service Need

Category

Service

Priority

Referral Information

On Site [Y/N] **N**

Referred To

Date Need Identified **//**

Date Referral Made **01/11/2003**

Date Service Verified **//**

Status

Appointments Per Week **0**

Appointments Being Kept [Y/N] **N**

Add Edit Delete Print Form OK Cancel

1. Press **Add** button
2. Fill in bold fields on right side of screen including **Category**, **Service**, **On Site** (Y/N), **Date Referral Made**

3. Under **Referral Information** press **Referred To** button to select organization where the client was referred
4. Press **Status** button to select a status of the referral
5. Press **OK**
6. Press **Close**
7. Press **Save** on main encounter form